

**Court Clerk I/II  
South Lake Tahoe  
(General Unit)**

**APPROXIMATE MONTHLY SALARY: Court Clerk I - \$2185 - 2657  
Court Clerk II - \$2404 - 2920  
Plus approx. \$200 a month Tahoe Differential**

**THE POSITION:** This recruitment is being conducted to fill one full-time position for Superior Court in South Lake Tahoe. This recruitment will also establish an eligibility list from which future full-time, part-time and extra-help positions in the South Lake Tahoe area may be filled.

**DISTINGUISHING CHARACTERISTICS:** Court Clerk I is an entry-level class. It is distinguished from the Court Clerk II class in that it is a training position. Court Clerk II class is an intermediate class in which incumbents have demonstrated proficiency in at least one function or department of the Court. The essential functions and corresponding duties of this position include: Under close supervision, (Court Clerk I) or under direct supervision, (Court Clerk II) performs a full range of clerical duties in support of Court operations including reviewing, filing, conforming, and processing of documents; preparing court calendars; processing case dispositions; performing ongoing records management; explain to and assist the public with legal filing processes, procedures, and policies of the Court operations; accepts fines and routine filing fees, compute filing and related fees, make appropriate journal entries, issue receipts and balance cash drawers; assist with jury coordination as needed; perform informal training to other Court staff; process requests for setting trials, continuances, and/or requests to advance drop hearings; schedule hearings, prepare and send applicable notice to litigants, post fees as required.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Court Clerk I: High School diploma or equivalent GED and one year of general clerical or office assistant experience.

Court Clerk II: High School diploma or equivalent GED and one year general clerical or office assistant experience and one year of experience in receiving, preparing and processing a variety of legal documents and recording Court proceedings such as found in a court or legal setting at a level equivalent to the Court's class of Court Clerk I.

**KNOWLEDGE OF:** The legal system and courtroom procedures, practices and terminology. Records management practices and procedures; organizing and maintaining accurate files and records. Correct English usage including grammar, spelling punctuation, and business letter writing. Basic business data processing principles and practices, including word processor, database and report formats using preprogrammed case management software.

**ABILITY TO:** Organize and prioritize work, meet critical deadlines, and coordinate multiple tasks; establish and maintain effective working relationships with those contacted in the course of work, including the public, attorneys and judicial officers; prepare clear, accurate, and effective correspondence, reports, policies, procedures, and other written materials; enter and retrieve data from the Court case management system accurately and efficiently; maintain strict confidentiality

**OTHER REQUIREMENTS:** Possession of a valid driver's license at the time of appointment.

Criminal History and Background Check - candidates are required to pass a security clearance investigation conducted by the El Dorado County Sheriff's Department.

**APPLICATION AND SELECTION PROCEDURE:** Filing deadline for this position is Friday, June 15, 2007 at 3:00 p.m. It is the responsibility of the applicant to ensure delivery to Superior Court Administration, 2850 Fairlane Court, Placerville, CA 95667 by the deadline. Postmarks are **not** acceptable. Official Court application must be used. Resumes may be attached but **may not** be substituted for any portion of the application. All materials submitted become the property of the Superior Court of El Dorado County and will not be returned. All completed applications will be reviewed and qualified applicants, based upon the information provided on their application, will be invited to participate further in the examination process. Depending on the number of qualified candidates the examination process may include an application screening, written exam, performance exam and/or oral interview. **Prior to employment, all candidates must complete a criminal background screening. If you require accommodation in the examination/interview process, please contact Court Administration at (530) 621-7414 at least five (5) days before a scheduled interview/examination.**

**SUPERIOR COURT OF EL DORADO COUNTY IS AN AA/EEO/ADA EMPLOYER**